



Enlisted Placement Management Center

EPMAC 4414 - ATFP/Corrections Placement



EPMAC Mission

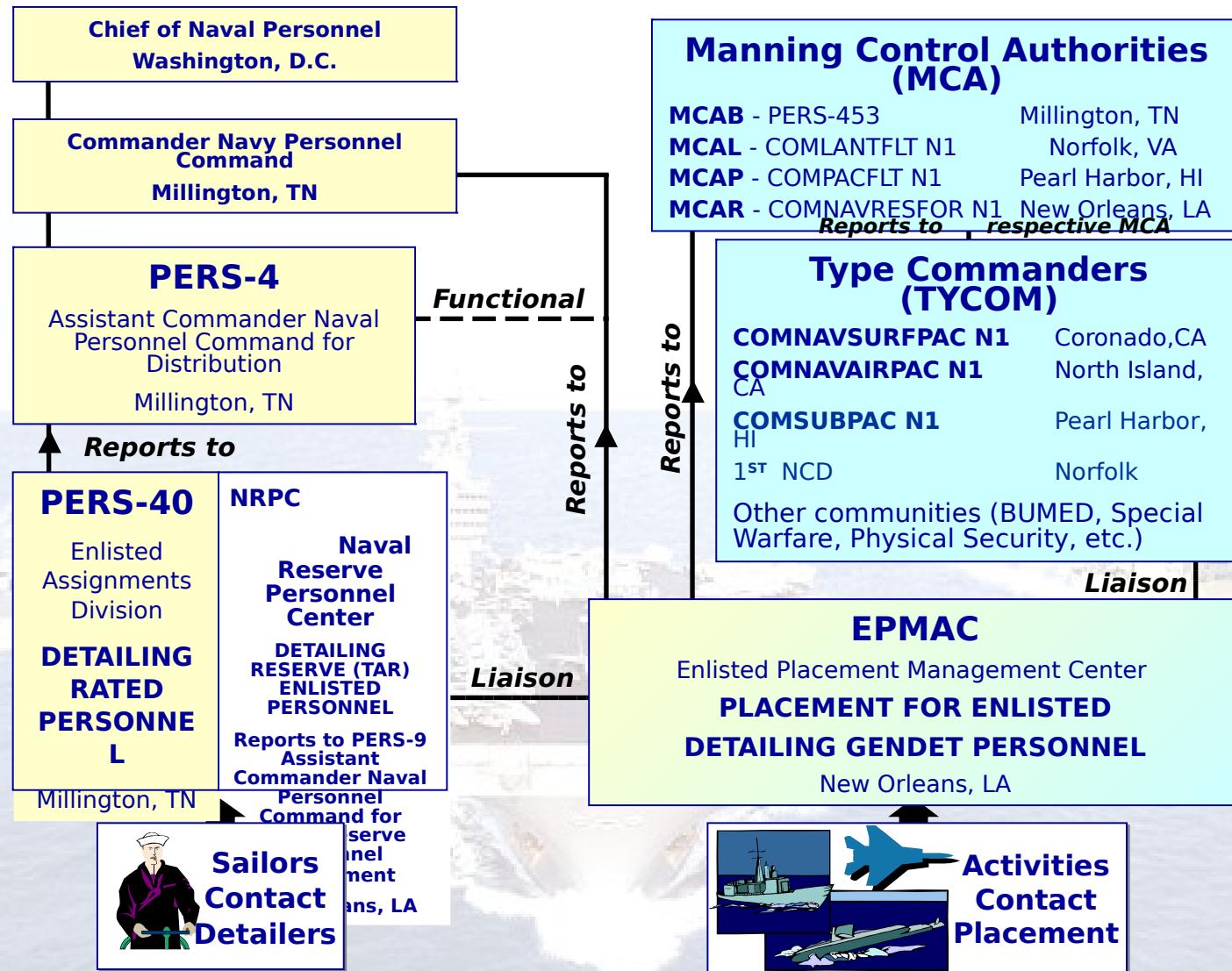
Advocate for the distribution of active duty personnel to enhance the manning readiness of units.

- Requisition System (Reqs)
- Navy Manning Plan (NMP)
- NEC Management
- GENDET Detailing
- LIMDU Detailing / Transient Management
- Produce metrics and conducts data analysis of enlisted manning to improve processes and recommend policy changes that will improve unit personnel readiness.

EPMAC Major Functions

- Serve as the agent for personnel readiness
- Evaluate personnel assignment actions making recommendations on assignments and direct actions to fill critical personnel vacancies
- Identify personnel vacancies via the Enlisted Personnel Requisition System (EPRES)
- Promulgate, evaluate and revise Navy Manning Plans
- Audit and track assignments of all Navy Enlisted Classifications (NECs)
- Audit the student pipelines and transient, patient, prisoner and holdee accounts
- Assignment control for SN/AN/FN
- Process diary entries for personnel accounting
- Manage the Readiness Information System (RIS)
- TPP&H Program Manager
- Review all orders not meeting system edits.
- JASS
- Data Warehouse

U. S. Navy Enlisted Distribution Organization



Who Should Call EPMAC?

Individuals with
questions about
their personal
detailing issues.

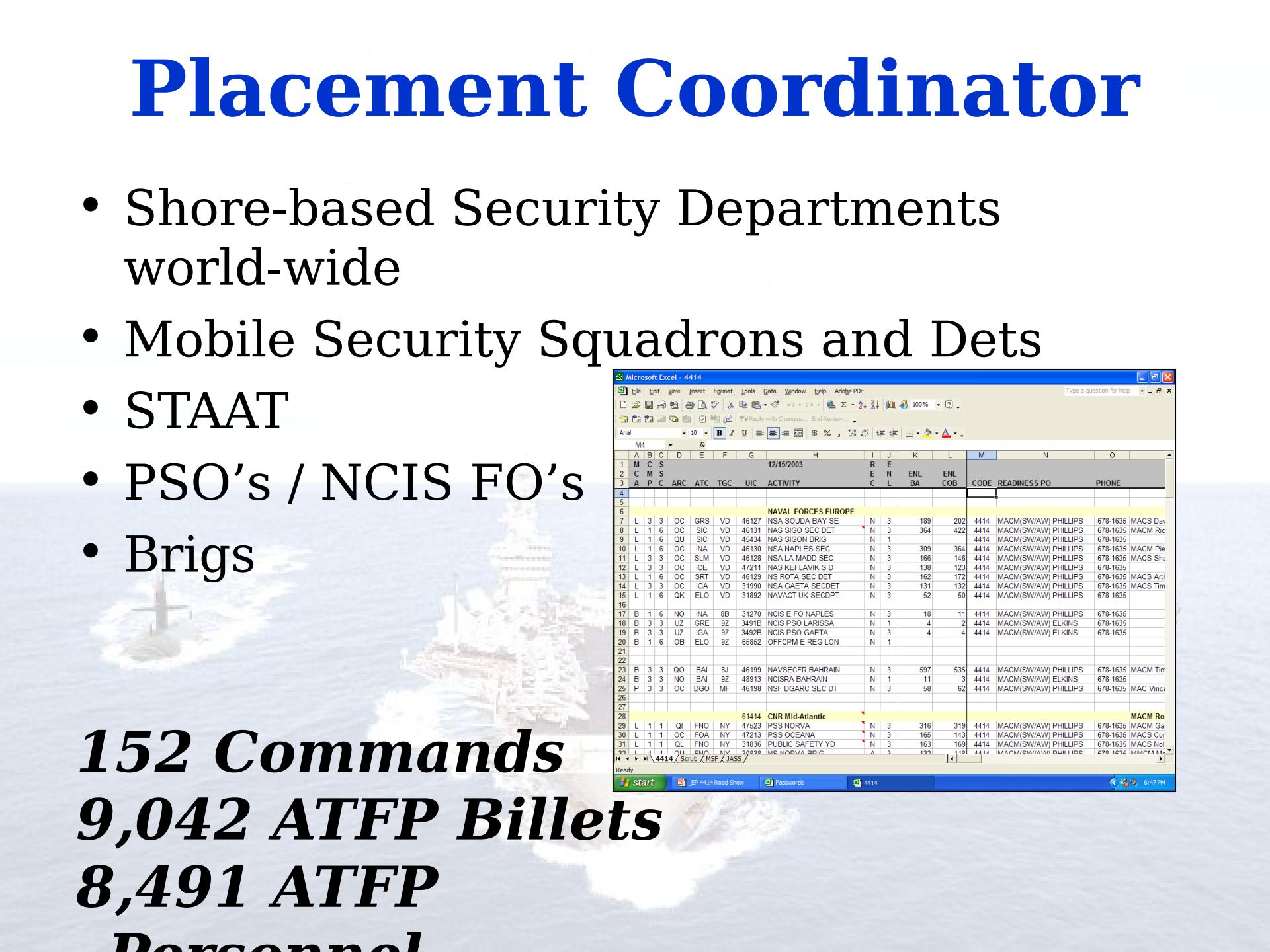
✓ Personnel who are responsible
for their command's manning
with questions about their
command's manning issues.

Placement Coordinator

- Command advocate: Responsible for the overall manning of the commands he/she is assigned. POC for the command in all manning issues, i.e. NMP, BA Changes, EMIRS, PERSMARS, all manning inquiries
- Manages command manning profile and NEC distribution
- Approves/Disapproves ORDERS not meeting edits based on command readiness and needs
- Investigates and initiates COMPTOURS/DIVERT/ CROSSEDECKS
- Provides commands with EDVR scrubs
- Provides distribution training to personnel responsible for command manning
- Evaluates and initiates reviews of Navy Manning Plan (NMP) for specific ratings

Placement Coordinator

- Shore-based Security Departments world-wide
- Mobile Security Squadrons and Dets
- STAAT
- PSO's / NCIS FO's
- Brigs



NAVAL FORCES EUROPE									
1	M	C	S	12/15/2003	H	I	J	K	L
2	C	M	S			R	E	N	M
3	A	P	C	ARC	ATC	TGC	UIC	ACTIVITY	C
4									
7	L	3	3	OC	GRS	VD	46127	NSA Souda Bay SE	N
8	L	1	6	OC	SIC	VD	46131	NSA SIGO SEC DET	N
9	L	1	6	QU	SIC	VD	45434	NSA SIGON BRIG	1
10	L	1	6	OC	INA	VD	46130	NSA NAPLES SEC	N
11	L	3	3	OC	SLM	VD	46128	NSA LA MADD SEC	N
12	L	3	3	OC	ICE	VD	47211	NSA KEFLAVIK S D	N
13	L	1	6	OC	SRT	VD	46129	NSA ROTA SEC DET	N
14	L	3	3	OC	IGA	VD	31992	NSA GAETA SECDET	N
15	L	1	6	QU	ELO	VD	31892	NAVACT UK SECOPT	N
16									3
17	B	1	6	NO	INA	8B	31270	NCIS E FO NAPLES	N
18	B	3	3	UZ	GRE	92	3491B	NCIS PSO LARISSA	N
19	B	3	3	UZ	IGA	92	3492B	NCIS PSO GAETA	N
20	B	1	6	OB	ELO	92	65852	OFFCPM E REG LON	N
21									1
22									
23	B	3	3	QO	BAI	8J	46199	NAVSECFR BAHRAIN	N
24	B	3	3	NO	BAI	92	48913	NCISRA BAHRAIN	N
25	P	3	3	OC	DGO	MF	46198	NSF DGARC SEC DT	N
26									
27									
28							61414	CNR Mid-Atlantic	
29	L	1	1	QI	FNO	NY	47523	PSS NORVA	N
30	L	1	1	OC	FOA	NY	47213	PSS OCEANA	N
31	L	1	1	QL	FNO	NY	31836	PUBLIC SAFETY YD	N
32	L	1	1	QU	FNO	NY	30838	NS MODVA RDIC	A
33									

152 Commands
9,042 ATFP Billets
8,491 ATFP
Personnel

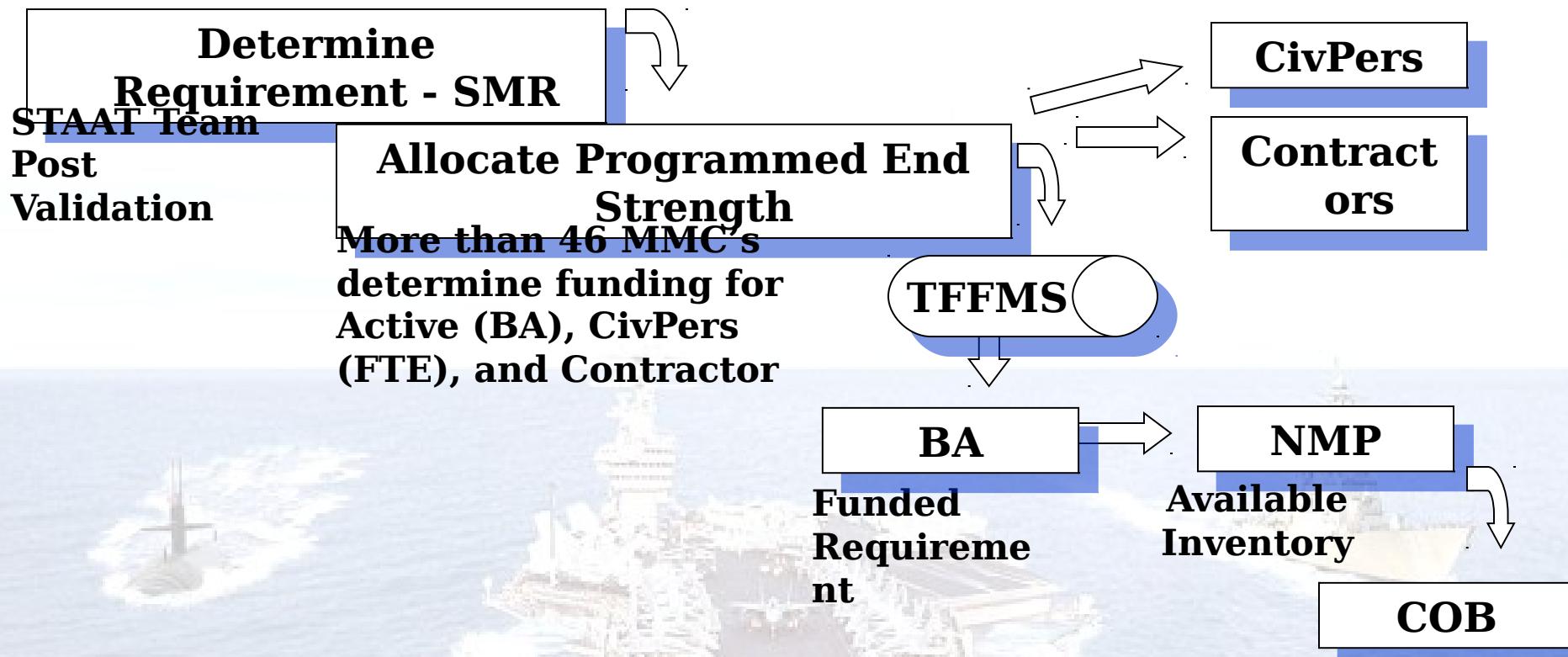
Rating Specialist

- Command advocate: Responsible for the manning of his/her assigned ratings for all commands. Works with PC/Detailers concerning all manning issues. i.e. NMP, BA Changes, EMIRS, PERSMARS, all manning inquiries
- Liaison to detailers, major focus on READINESS
- Along with the ECM, manages distributable inventory of his/her assigned ratings
- Evaluates and initiates reviews of Navy Manning Plan (NMP) for specific ratings
- Approves/disapproves ORDERS not meeting edits
- Scrubs and sets JASS based on command readiness and fleet balance

Manning Process

- Establish Requirement (Post Validation/SMRD/M+1)
- Fund Requirement (Manpower Claimants/AMD)
- BA / NMP
- Paygrade Balancing Module
- Manning Control Rules
- Requisitions

Shore Manpower Requirements Determination Process (SMRDP)



**Determine,
Validate,
Authorize**

A manpower authorization describes a manpower requirement supported by approved funding. The process results in the AMD (Activity

“TFMMS”

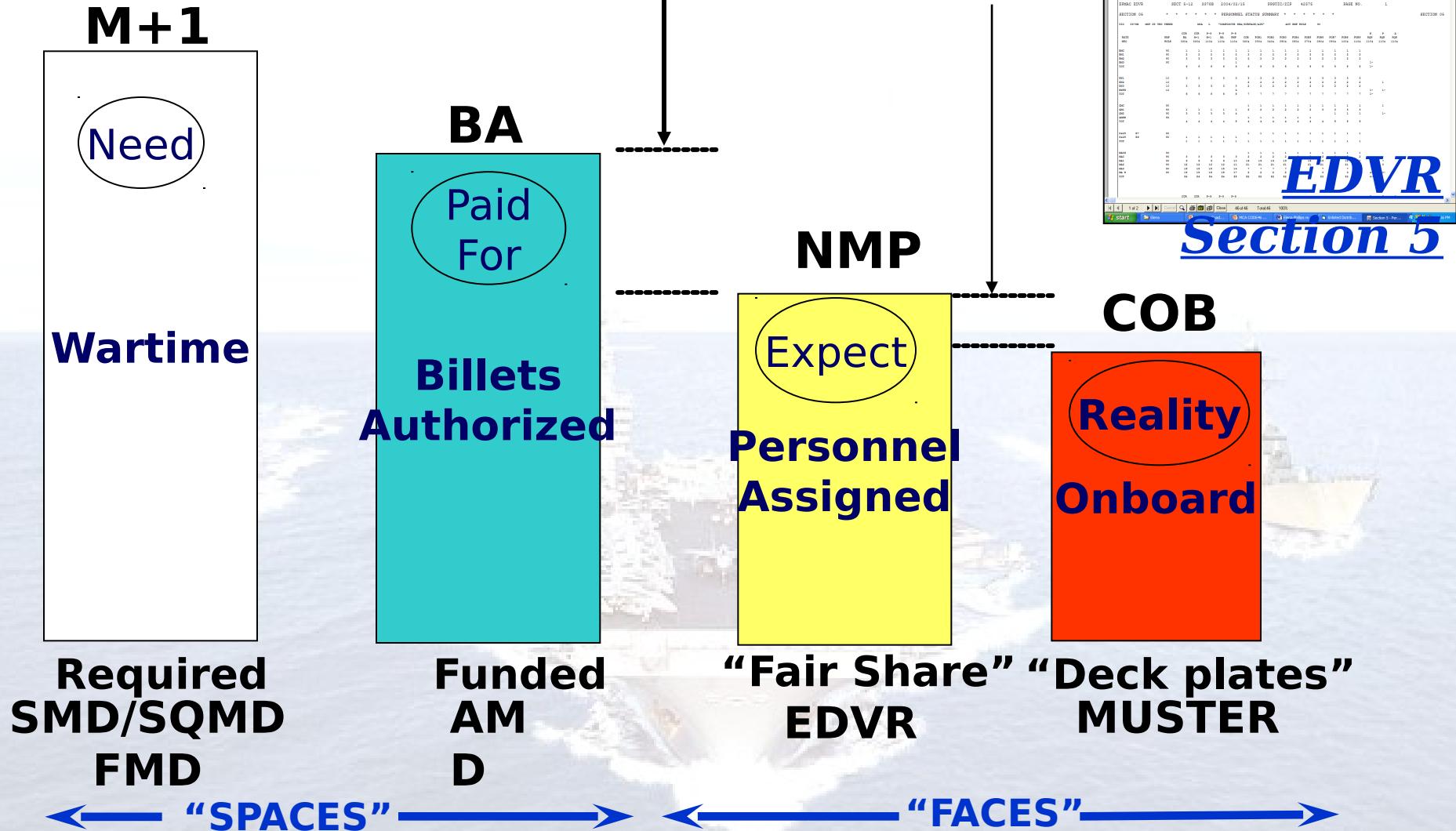
Total Force Manpower Management System

- The authoritative source for Navy activity information, billet requirements and authorizations, and manpower end strength.
- TFMMS provides a means of preparing, reporting and monitoring military billets and civilian positions, and to assist in integrated manpower planning and programming.

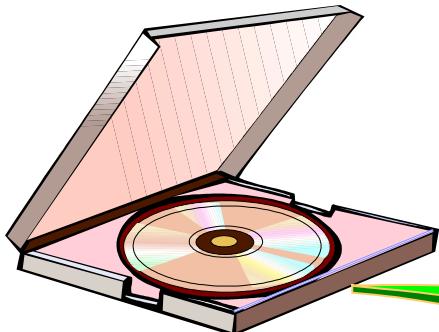
Manning Documents

- SMRD - Shore Manpower Requirements Determination
- SMR - Statement of Manpower Requirements
- AMD - Activity Manning Document
BIN - generated by TFMMS
BSC - generated by MMC.

Manpower-Personnel Balance



Navy Manning Plan



Weekly & Monthly
TFMMS Files



Monthly
Projections



NMP Module



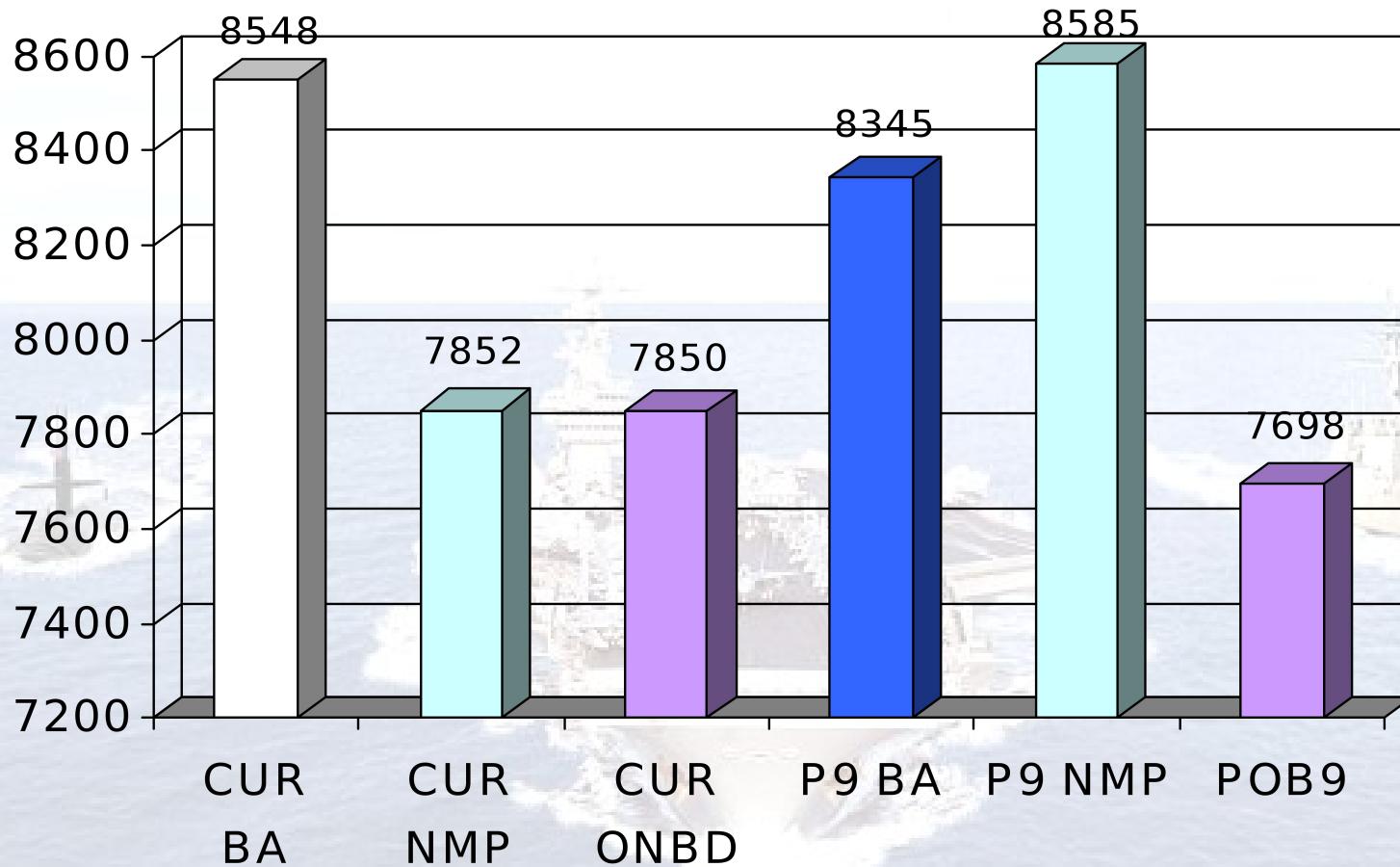
Directed Manning
File and
Rating NMP
Requirements



EDVR
&
Requisitions

Master-at-Arms

May 2004



Source: ARIS files 27 April 2004

Navy Manning Plan (NMP)

- Creates an overall Target Manning Plan (TMP).
- Creates NMP based on projected strength by pay grade.
- Assigns senior NMP as leader first application.
- Maintains TMP calculation for maintenance of billet changes.
- Maintains pay grade substitution table for maintenance of billet changes.

Composite Breakdown

The projection, NMP and requisitions (REQs) are divided by composites.

COMPOSITE 1

Shore, Surface, Air Sea/Shore

COMPOSITE 3

Sea, Surface, Air Sea/Shore Co

COMPOSITE 4

Sea Submarine

Composite Breakdown

Each composite is divided by Manning Control Authority (MCA) having activities in that composite.

CMP1
MCA MCA MCA MCA

CMP3
MCA MCA MCA MCA

CMP4
MCA MCA

B L P R

B L P R

10 categories of one rating, and 10 different NMPs and REQS.

Manning Categories

CONTROL RULES

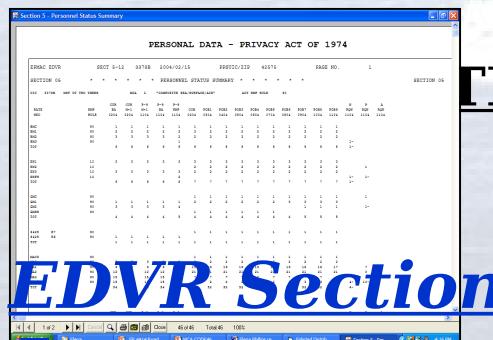
Activity Control Rule (ACR) Applied to activity as overall manning plan

Rate Control rule (RCR) Applied to specific ratings whose manning plan is exception to ACR

FIRST POSITION
level

grade

1. Directed manning to a specified
2. Directed manning to 100% by pay
9. Fair share Manning



POSITION	0	CNO PRIORITY 0
	1	CNO PRIORITY 1
	2	CNO PRIORITY 2
	3	MCA PRIORITY 3

Manning Categories

CONTROL RULES

	Billets	Strength
	100	90
CNO Priority Manning	20 -	20 -
Remaining	80	70
	70 = 87.5 %	

# ACTY BA	NMP	TOT NMP	NMP %	Remain	Remain	Proposed
				BA	BA	Strength
20	1	1	20	100	80	70
7	2	2	14	100	60	50
8	3	2	16	66	46	36
1	4	4	4	100	22	20
1	7	6	6	85	18	16
1	11	10	10	91	11	10

Enlisted Personnel Requisition System

The system has four modules:

- BALANCING MODULE - Determines shortages overall**
- PRIORITY MODULE - Determines priority based on value tables**
- NEC MODULE - NEC shortages**
- MONITOR MODULE - Action taken**

Balancing Module

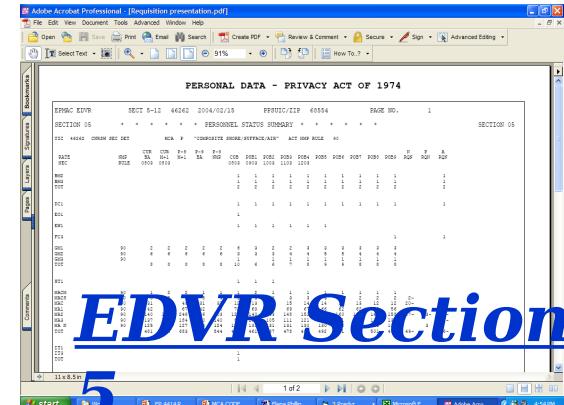
- Measures personnel shortages (requisitions), computes month personnel are needed on board to satisfy shortages (by rating and pay grade). Personnel excesses are also identified during this procedure.
- Personnel pay grade balances against the current pay grade and then the nearest unfilled pay grade requirements. Balance is down first then up except at the supervisor level where an E-8 balances up to the E-9 and E-7 balances up to an E-8 first, and then down.

Enlisted Personnel Requisition System

BALANCING MODULE

- POB Balanced against:
- First NMP
- Then NMP to BA

- Pay grade excess balanced against nearest pay grade shortage, balance is down first then up.



5

Enlisted Personnel Requisition System

Generate Requisitions

1. Assets at POB9 are balanced against P-9 requirement
2. Results: requisitions (shortages) and/or excess have been identified.
3. Take-up month for requisitions has been determined.

The next step is to prioritize the requisitions.

Enlisted Personnel Requisition System (EPRES*)

communicate to the Assignment Control Authority (ACA) personnel requirements to each Manning Control Authority (MCA), and the priority in which these billets are to be filled.

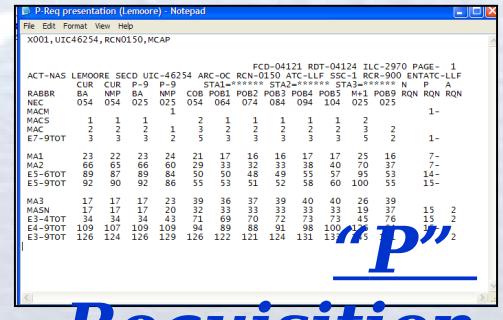
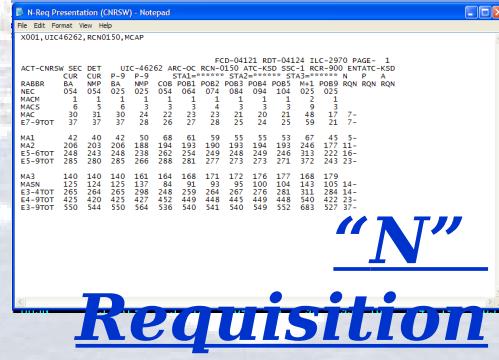
“N” Requisitions → Navy Manning Plan

“P” Requisitions → Pay grade imbalance

“A” Requisitions → Billets Authorized



- Demand Signal To Detailers



Enlisted Personnel Requisition System

Priority Module Function

COMPUTE MCA Priority

ARRANGE Requisition in priority
sequence

based on priority values

PROVIDE Capability to respond rapidly
to MCA directed priority
changes

Enlisted Personnel Requisition System

MCA Priority Plan

- Each MCA'S priority plan is based on his directed priority values.
- The capability to utilize specific priority factors is standardized.
- MCA's determine the value of priority factors for activities under their control.

Priority Module

Groupings

Requisition priority is separated into two groupings:

Major Priority (MP) Establishes broad priority groupings for the requisitions.

Sum of Factors (SF) Establishes the priority sequence within the major priority by using numerical values.

Major Priorities and Sum of Factors are computed automatically based on Value Tables.

Priority Module

Requisition Priorities

- All requisitions are arranged in a priority order indicating MCA'S desired sequence of personnel assignments.

MCA can base priorities on:

- CNO PRIORITY
- ACTIVITY MANNING PERCENTAGES
- TAKE-UP DATE OF THE REQN
- DEPLOYMENT DATE
- ACTIVITY MISSION CODE
- DUTY TYPE

NEC Module

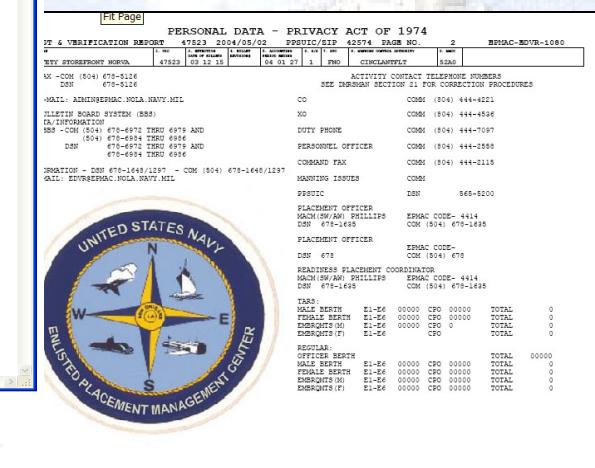
- Determine NEC shortages and display these shortages on the rating requisition.
- This is accomplished by determining P-9 BA NEC requirements and balancing P-9 on board personnel DNEC'd against these requirements within the distribution community.

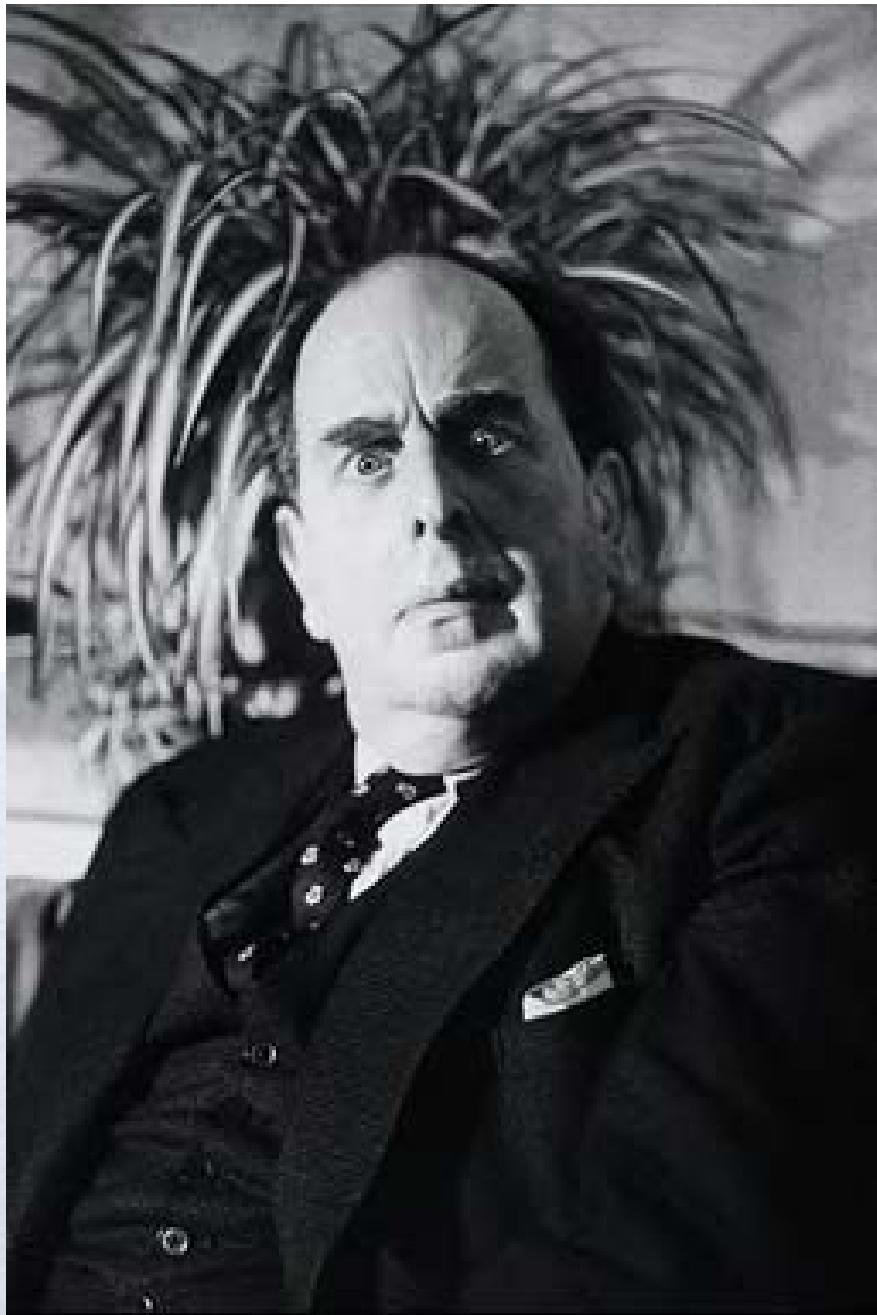
NEC Module

- The NEC requirements appearing on the Requisition as a rating RQNS appear as single NEC requirement and is the NEC with the Lowest % manned based on personnel DNEC'd at P9.
- Balancing is pay grade to pay grade within the pay grade range of the NEC manual with the following exceptions:
- Excess:
 - Supervisor E-7 and above balances within supervisor
 - Journeymen and below balances within E6 -

RIS vs EDVR Timeliness

- RIS is updated daily, while the EDVR is updated once a month
- Your printed copy of the EDVR may be several months old





Manning Actions

- Divert - Changing PCS orders enroute.
- COMPTOUR (shore duty) - moving member from one command to another in the same ATC.
- Cross Deck (sea duty) - lateral move from one ship to another.
- ADREQS - manually generated requisition for an activity where an additional requirement exists.
- OPHOLD - extraordinary circumstances.



Detailers



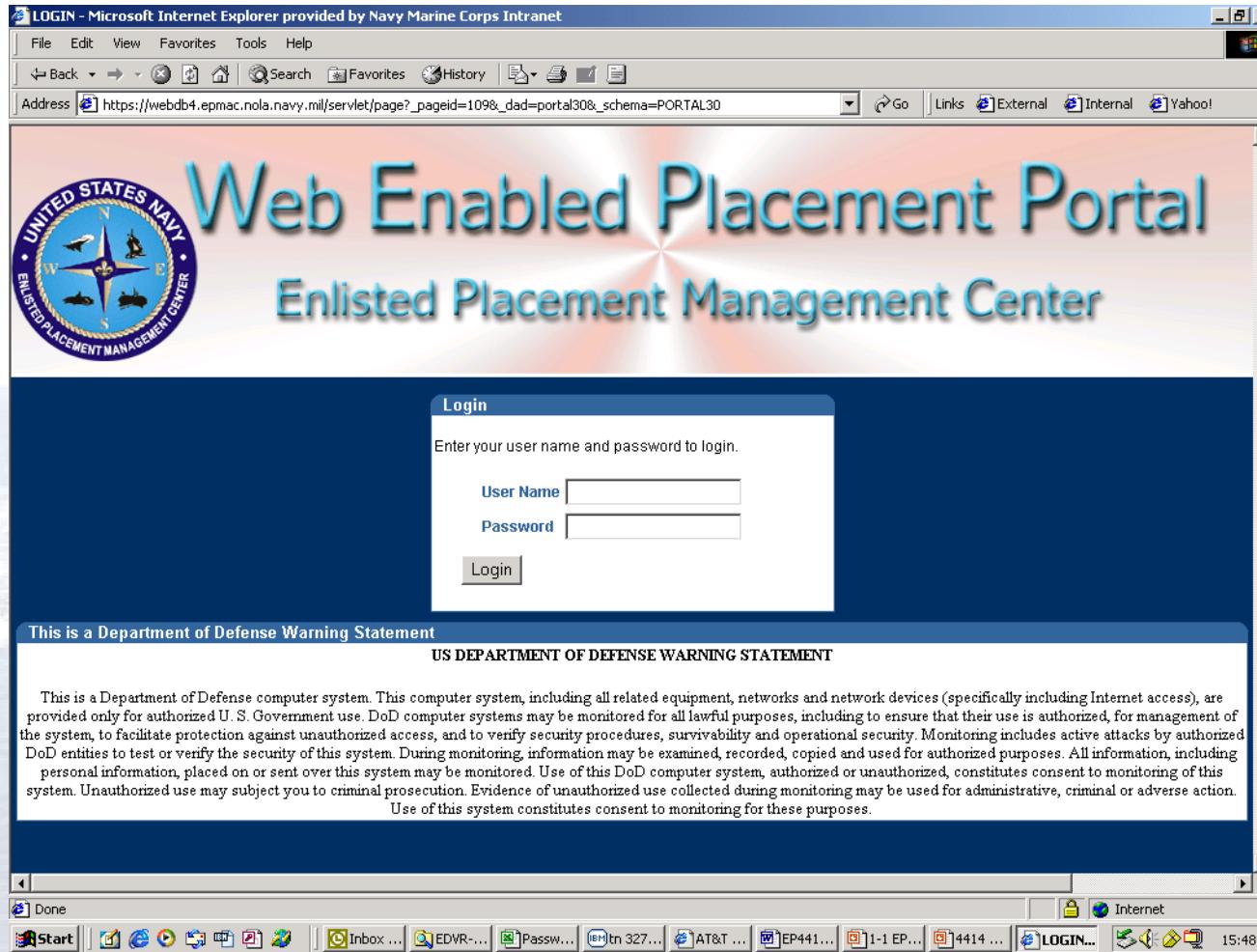
EPMAC

Command has
MAC Req, and
detailer wants
to write orders
for MA1 to fill.



WEPP

Manning Actions



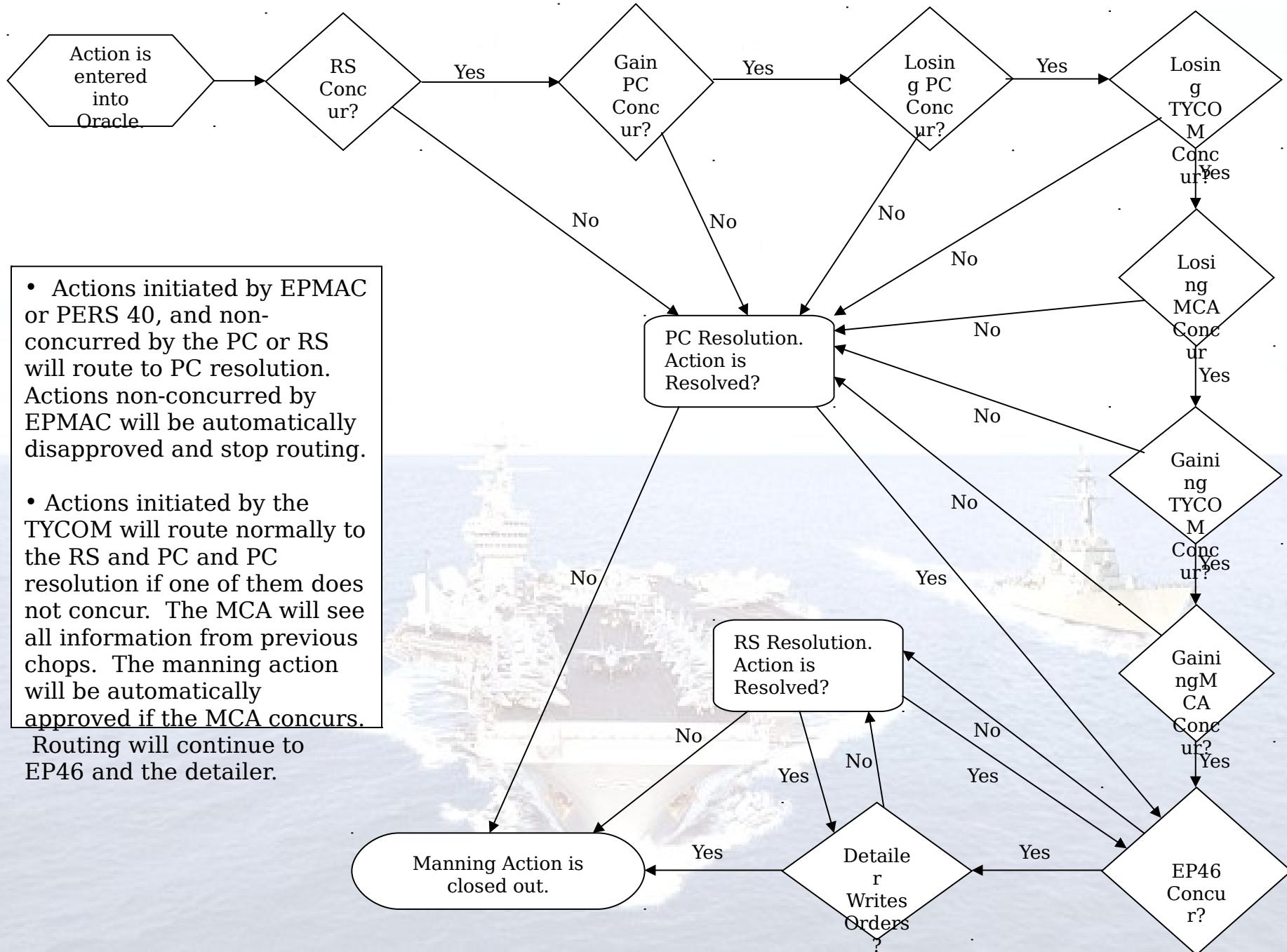
Web Enabled Placement Portal WEPP

- Oracle Database and Application Server - resides on EPMAC maintained legacy network servers.
- Relational database and web enabled portal is used to enter, update, display, “route”, track, and store data on personnel placement proposals.
- System captures 15,000 to 25,000 transactions per month
- Portal and Database has been in use since June 2001 by EPMAC. MCA'S and TYCOM'S web enabled since March 2002.
- Placement proposal data entered by EPMAC, Detailer, ISIC/MMC, TYCOM, or MCA.
- UIC attributes table Updated monthly from ARIS D files. Relates command information to Placement Coordinator, ISIC, MMC, TYCOM, and MCA information.

Web Enabled Placement Portal WEPP

- Almost 850 user accounts. All MCA'S, TYCOM'S, NAVREGSE, MIDLANT, NE, CNET, SPECWAR, NAVAIRSYSCOM, NAVSECGRU, EPMAC, and Detailers.
- Web-enabled, access with any web browser
- Requires user-id/password authentication with improved security, over e-mail, for privacy act information
- Near real-time collaboration of placement proposals
- Improved data accuracy
- Improved decision making abilities by having all inputs in front of the user

General Process Flow



Process Flow By Manning

ACTION LETTER	ACTION DESCRIPTION	DETAIL	Action Type											
			RS	GAIN PC	LOSE PC	TYCOM	LOSE	GAIN	LOSE	GAIN	EP46	P40		
A	ADREQ	paygrade <= 4	x	x							x	x		
		paygrade >= 5	x	x				x		x	x	x		
B	COMPTOUR AND PAYSUB		x	x	x	x	x	x	1			x		
C	CROSSDECK		x	x	x	x	x	x	1			x		
D	DIVERT		x	x	x	x	x	x	1			x		
F	ORDMOD		x	x	x							x		
H	DIVERT AND DRATE		x	x	x	x	x	x	1	x	x	x		
I	DIVERT AND ADREQ	paygrade <= 4	x	x	x	x	x	x	1	x	x	x		
		paygrade >= 5	x	x	x	x	x	x	x	x	x	x		
L	ORDERS CANX		x	x	x	x	x	x				x		
M	COMPTOUR		x	x	x	x	x	x	1			x		
N	CROSSDECK AND ADREQ	paygrade <= 4	x	x	x	x	x	x	1	x	x	x		
		paygrade >= 5	x	x	x	x	x	x	x	x	x	x		
O	ORDERS		x	x								x		x
R	DRATE		x	x			x		x	x	x	x	x	x
S	PAYSUB	not crossing E7	x	x								x		
		up-cross khaki line	x	x			x					x		
T	TAD		x	x	x	x	x	x						
U	COMPTOUR AND ADREQ	paygrade <= 4	x	x	x	x	x	x	1	x	x	x		
		paygrade >= 5	x	x	x	x	x	x	x	x	x	x		
X	CROSSDECK AND PAYSUB		x	x	x	x	x	x	1			x		
Y	DIVERT AND PAYSUB		x	x	x	x	x	x	1			x		
Z	DRATE AND PAYSUB		x	x			x		x	x	x	x	x	x

Notes: 1. Manning actions will automatically route to the losing MCA in cases where the TYCOM desk_code assignments are different and the TYCOMs disagree. The losing MCA will review the action as the gaining MCA when both TYCOMs are from the same MCA. In cases where EPMAC disagrees with the TYCOM it will be incumbent upon EPMAC Placement to contact the MCA if they want to pursue the matter further.

Manning Actions - WEPP

Divert
COMPTOU
R
Cross Deck
ADREQS
OPHOLD
ORDMODS
ORD Canx

The image displays four windows from the WEPP software interface:

- Enter Manning Action**: A form for creating a new Manning Action. Fields include: Date In (27-APR-04), Action (ADREQ), Type (ADREQ), Sailor (RCN 1700), Community (ADMIN/MEDIA), Sailor Rate (1715), REQ (REQ RCN 1700), Gaining UIC (3372B), EDD (PRD 01-AUG-04), Placement (BACK TO BACK SEA), Reason (Limited), Assignment (NONE), EASIS (NOT APPLICABLE), PC (EP4414), and PC Concur (PC CONCUR).
- Review Outstanding Manning Actions**: A table showing a list of outstanding actions. The columns are: Date In, Action Type, Sailor P/G, Name, SSN, Losing UIC, Losing Command, Gaining UIC, Gaining Command, RS Concur, Losing PC Concur, Gaining PC Concur, Losing TYCOM Concur, Gaining TYCOM Concur, and Lost MCA Concur.
- Review Outstanding Manning Actions**: A detailed view of a specific outstanding action for Sailor 1700. Fields include: Date In (07-APR-04), Action (DIVERT), Type (DIVERT), Sailor (1700), Community (ADMIN), Sailor P/G (7), REQ (7), Losing UIC (3372B), Command (MOBSECSDQ 6), Gaining UIC (55218), Name (PICKERT, ROBE), SSN (03864295), TUN (01-SEP-04), EDA (01-SEP-04), EDD (01-AUG-04), Placement (MANNING), Reason (NONE), EASIS (QUAD ZERO REQUISITION/FILLING 0000), and Initiator (SQUADRON).
- Review Outstanding Manning Actions**: A table showing a list of outstanding actions for New Orleans. The columns are: Date In, Action Type, Sailor P/G, Name, SSN, Losing UIC, Losing Command, Gaining UIC, Gaining Command, RS Concur, Losing PC Concur, Gaining PC Concur, Losing TYCOM Concur, Gaining TYCOM Concur, and Lost MCA Concur.

Closing

- Placement Coordinator = Command Advocate.
- Single POC for all readiness questions/issues.

DSN 678-1635

<http://www.epmac.nola.navy.mil/code44/44.htm>



Questions?



Enlisted Placement Management Center

**MACM(SW/AW) Michael
Phillips**

**EPMAC 4414 - ATFP/Corrections
Placement**

